

ELECTRONIC MEMORANDUM

TO: Human Resources Directors

FROM: Sam Wilkins

DATE: July 31, 2008

SUBJECT: Balancing FTE's

On Friday, August 15, 2008, the Office of Human Resources will be balancing FTEs in the HRIS system. The system will need to be closed from August 13, 2008, through August 15, 2008. Please make sure that all new FTEs have been established by August 12, 2008. If you have any questions, please contact Kelly Watkins at 803-737-4071 or email at kwatkins@ohr.sc.gov.